

SAMPLE LETTER OF CONFIRMATION

Name
Address
Phone Number

LETTER OF CONFIRMATION

This letter confirms a performance by AUTHOR NAME at the LIBRARY NAME, and also serves as an agreement between AUTHOR NAME and the LIBRARY. NAME.

Author: _____

Event: _____

Date: _____

Time: _____

Fee: _____

Library Representative (signature)

Date

Author/Performer

Date

Please sign one copy and return it in the enclosed envelope. Thank you.